

City of Vernon

Procedure for Developers

A. Pre-Application

Discuss proposal with the Code Enforcement Officer, Utilities Director, Public Works Director, Fire Chief and City Manager. A face to face meeting with these individuals cures a lot of potential headaches and misunderstandings, saving time and money.

B. Prepare a preliminary plat and submit Six (6) copies along with filing fees of \$5.00 per plat and \$ 0.50 per lot to the Planning & Zoning Commission a minimum of ten (10) days prior to the scheduled meeting. The plat has the following size, quality and data requirements:

1. All preliminary and final plats shall be printed on good grade processed paper blue line or black and white.
2. Maximum sheet size 24" X 36"; minimum sheet size 11" X 17"
3. Scale: 1 inch = 100 feet small development
1 inch = 200 feet large development
4. Each Preliminary Plat shall be identified as such by stamp or printing.
5. Each plat shall be prepared on a topographical base map showing contours at intervals not greater than one (1) foot.
6. Each map must include a north arrow, scale and date. All plats shall be drawn with the north to the top or left side of the map.
7. The proposed name of the subdivision shall not duplicate, be the same in spelling, or alike in pronunciation with any other previously recorded subdivision.
8. The names and addresses of the developer landowner, engineer, surveyor, landscape architect or other person responsible for preparing the Preliminary Plat must be provided.
9. The complete boundary description of the property by metes and bounds, section, block, survey, county and State, along with a general location or vicinity sketch of the general area of development must be provided.

10. A heavy line should indicate the perimeter boundary of the subdivision. Dimensions, bearings and overall computed acreage for the development should be provided.
11. Each plat must show recorded lot lines, survey abstract lines, corporation lines and the location of existing utility easements, streets, highways, expressways and freeways traversing, abutting or within a reasonable distance.
12. The plat must also indicate the lot or tract numbers and/or city block numbers, addition names, dates recorded of adjacent property.
13. Proposed building lines shall be shown in conformance with the City of Vernon Zoning Ordinance.
14. Plats must show boundary lines, bearings and distances sufficient to locate the exact area proposed for the subdivision.
15. The name and location of all adjoining subdivisions shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing street and alleys and other features that may influence the layout of development of the proposed subdivision. Adjacent unplatted land shall show property lines and owners of record.
16. The description and location of all survey monuments existing or placed in the addition or subdivision must be shown.
17. The location, size and proposed names of streets, along with all proposed alleys, easements, lots, blocks, parks and other public spaces must be indicated.

The following items are not required with the Preliminary Plat but are required prior to the approval of the Final Plat. Due to the time required to have them reviewed by the City's consulting engineer, it would speed the approval process if they were submitted with the preliminary plat.

1. Stormwater Management. A drainage plan identifying existing and proposed hydrology and hydraulics of the development and the proposed storm drainage system. The plan, prepared and sealed by a registered engineer in the State of Texas, shall provide specific solutions, detailed analysis of the drainage basin, and the capacity of the existing and proposed facilities within the development and adjacent property. The plan shall describe the treatment of drainageways for safety, maintenance and protection of both public and private property. The City of Vernon requires that the rate of runoff from the site be controlled. The rate (GPM)

of runoff after construction cannot exceed the rate of runoff from the site prior to construction. Complete calculations proving adequacy of the control measures must be included with any proposal. The City of Vernon uses the City of Wichita Falls Ordinance regarding the discharge of stormwater runoff as a guideline in our stormwater control.

2. Wastewater Collection System. A plan, prepared and sealed by a registered engineer in the state of Texas must identify the wastewater collection system including existing and proposed contours, proposed main sizing, manhole invert elevations and associated analyses. A copy of the Summary Transmittal Letter to the TCEQ showing compliance of the design calculations for the project will be required.
3. Potable Water Distribution System. A plan, prepared and sealed by a registered engineer in the state of Texas, must identify the potable water distribution system including proposed main sizing, locations of valves and fire hydrants. Submittal of calculations for the required ISO fireflow is required.
4. Street and Alley System. Street and Alley plans, prepared and sealed by a registered engineer in the state of Texas, shall include geometric layout, longitudinal grades, typical paving sections and widths.

Driveway entry from a state controlled street or highway, boring under a state controlled street or highway, or attaching to a state controlled storm sewer will require permission from the state. A copy of this permission shall be submitted prior to final plat approval.

C. City of Vernon Staff will study the plat and submit a written report to the Planning & Zoning Commission for its action.

1. Planning & Zoning Commission may: approve, give conditional approval and state the conditions, or disapprove and give reasons for disapproval. The Planning & Zoning Commission action shall be noted on two copies of the Preliminary Plat. One copy shall be returned to the developer. One copy shall be retained in the City files.
2. Conditional approval of a Preliminary Plat by the Planning & Zoning Commission shall be deemed an expression of approval to the layouts submitted on the preliminary plat, as a guide to the installation of streets, water, sewer and other required improvements and utilities, and to the preparation of the final or record plat.
3. Preliminary Plat approval is good for one year only.

- D. Prepare a final plat and submit six (6) copies along with filing fees of \$20.00 plus \$0.50 per lot to the Planning & Zoning Commission a minimum of thirty (30) days prior to the scheduled meeting. The plat must conform to the approved preliminary plat and incorporate all approved changes, directions and additions that were required by the Commission. The plat has the same size, scale and quality requirements as the preliminary. Where more than one sheet is required to encompass the subdivision, an index sheet, the same size as used for the plat, shall be filed showing the entire subdivision together with the complete dedication, attests, dates, titles, and seals on one sheet. The final plat shall include the following data in addition to that required on the preliminary:

1. The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves shall be indicated along the boundary line of the subdivision and each block. All dimensions along the lines of each lot shall be shown. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in the following manner:

CURVE TABLE

<u>CURVE</u> <u>NUMBER</u>	<u>DESCRIPTION</u>	<u>ELEMENTS</u>	<u>OUTER PROPERTY</u> <u>LINE</u>	<u>CENTER</u> <u>LINE</u>	<u>INNER PROPERTY</u> <u>LINE</u>
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2. The description and location of all survey monuments placed in the addition or subdivision shall be shown. In all subdivisions and additions, corners shall be established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than three-quarter (3/4) inches in diameter and twenty-four (24) inches deep, driven flush with the top of the grade. Lot corners shall be placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less than one-half (1/2) inch and eighteen (18) inches deep set flush with the top of the grade. In addition, curve point markers shall be established of the same specifications as lot corners.
3. The final plat shall show a title including the names of the addition or subdivision, the names of the owner and engineer or surveyor, scale and location of subdivision with reference to original land grant or survey, abstract number and north point with true or magnetic north.
4. The location and dimensions of any utility easement adjoining or abutting the subdivision or proposed within the subdivision shall be shown.
5. A certificate of ownership giving metes and bounds description of the property, dedication of all streets, alleys, parkways and parks where donated to the City and dedication or reservation of all easements and drainage ways to the public use, signed and acknowledged before a Notary Public by the owner of the land, shall appear on the face of the plat or index sheet of the plates where two or more sheets are required.

6. The certificate of the registered professional engineer or registered professional surveyor who surveyed, mapped and monumented the land, which certificates shall be attested before a Notary Public, shall be placed on the face of the plat on index sheets of the plats together with the seals of the engineer or surveyor and Notary Public. Printed seals and signatures are prohibited except for extra prints that the owner or developer may need certified for other purposes.

E. Acceptance of Improvements

1. Before the approval of a final plat, the developer shall prepare and submit three (3) copies of the complete plans for all improvements. This includes, streets, alleys, curb and gutters, storm sewers and drainage plans with calculations for the entire area included in the Preliminary Plat, and water and sanitary sewer improvements for the area covered by the final plat. The Code Enforcement Officer shall have the plans and specifications reviewed by a consulting engineer, and if approved shall mark them approved and return one set to the developer. If not approved, two sets shall be marked with the objections noted and returned to the developer for correction.

Upon approval of the plat, plans and specifications, the developer shall cause his contractor to construct the said improvements in accordance with these regulations. The following items are needed prior to City acceptance any improvements:

- a. Inspection by the City to insure that the improvements are constructed in accordance with the plans and specifications.
- b. Receipt by the City of a one (1) year maintenance bond from each separate contractor in the amount of then (10) per cent of the contract price.
- c. Receipt by the City of three (3) sets of "AS BUILT" plans.

All street improvements shall be installed in accordance with the specifications and requirements of the City of Vernon.

2. Storm Drainage - An adequate storm sewer system consisting of inlets, pipes and other underground drainage structures with approved outlets shall be constructed where runoff of storm water and the prevention of erosion cannot be accomplished satisfactorily by surface drainage facilities. Areas subject to flood conditions as established by the City will not be considered for development until adequate drainage has been provided.

The area around Vernon is very flat and the City requires a storm drainage plan with calculations be provided for every development.

3. Water - All subdivisions shall be provided with an approved water system. In the corporate limits of the City, all subdivisions shall be connected with and supplied from the City water supply distribution system. The developer is responsible for installing these water lines at no cost to the City. The Engineer representing the developer shall prepare the plans and specifications and shall insure that they conform to ISO fire flow requirements. Calculations confirming the fire flow conformance shall accompany the plans. These plans will be reviewed by a consulting engineer prior to their approval by the City. Water meters will be installed by the City of Vernon Water Department.
4. Sanitary Sewers - All subdivisions shall be provided with an approved sewage disposal system and where the subdivision is inside the city limits of the City of Vernon, it shall be connected to the City of Vernon Sanitary sewer system.

The developer shall furnish and install the complete sewage system, including the mains, manholes, cleanouts, Y-branches and service laterals for all lots, lift stations and appurtenances. The sewage system shall be designed to TCEQ and City of Vernon specifications and standards. A copy of the Summary Transmittal Letter to TCEQ showing compliance of the design calculations for the project shall be submitted to the City.

In locations where sanitary sewers are not available and where there is no immediate prospect for installation of sanitary sewers, then septic tanks of approved type may be installed in conformity with the rules, regulations and ordinances of the State of Texas and the City of Vernon. In no case shall septic tanks be installed without the express approval and inspection of the City of Vernon.

F. As Built Plans

1. The developer or his engineer shall present the City with three (3) sets of "As Built" blue line or black line prints for all paving, drainage structures, water mains and sewer mains within sixty (60) days after completion of each contract.

G. Street Signs

1. Within the corporate limits of the City of Vernon, street signs will be installed by the City at each intersection and the subdivider shall pay to the City of Vernon the sum of \$15.00 per street sign toward the cost of installation of each street sign. In subdivisions lying beyond the corporate limits of the said City, the subdivider shall place street name signs at all intersections within or abutting the subdivision. Such signs shall be of a type approved by the City of Vernon, shall be installed in accordance with the standards of the City of Vernon. The developer shall pay such sum as computed by the City's Chief Administrative Officer for street signs as set out herein at the time at which he submits his final plat for approval, and this sum shall be in addition to the filing fee set forth above.

THE FOLLOWING SIGNATURE BLOCKS SHALL BE SHOWN ON PLATS
SUBMITTED FOR PLANNING AND ZONING COMMISSION FOR REVIEW:

1. To be included on all FINAL plats.

OWNER'S CERTIFICATE AND DEDICATION. We, the undersigned _____, do hereby certify that we are the owners of and the only person having any right, title, or interest in the land shown on the annexed map of _____ and that the plat represents a correct survey of the above described property made with our consent, and that we hereby dedicate to the public use all the streets and alleys as shown on the annexed map; that the easements as shown on the annexed map are created for the installation and maintenance of public utilities; that we hereby guarantee a clear title to all lands so dedicated from ourselves, our heirs or assigns forever and have caused the same to be released from all encumbrances so that the title is clear, except as shown in the abstractor's certificate.

RESTRICTIONS: (if any, follow here)

Signature _____

Notarized

2. To be included on all plats.

SURVEYOR'S CERTIFICATE. I, _____ the undersigned, do hereby certify that I am by profession a land surveyor or civil engineer and that the annexed map of _____ consisting of ____ sheets, correctly represents a survey made under my supervision on the ____ day of ____ 20____; and that all of the monuments shown hereon actually exist and their positions are correctly shown.

Signature _____

Notarized

3. To be included on all FINAL plats

PLANNING AND ZONING COMMISSION APPROVAL: I _____, Chairman/Secretary of the City Planning and Zoning Commission of the City of Vernon, State of Texas, hereby certify that the said Commission duly approved the annexed map of _____ on the _____ day of _____ 20__.

Chairman/Secretary

4. To be included on all FINAL plats

CERTIFICATE OF THE CITY SECRETARY

I, _____ City Secretary of the City of Vernon, Wilbarger County, State of Texas, do hereby certify that I have examined the records of the said City and find that all deferred payments or unmatured installments upon special assessments have been paid in full and that there is no special assessment procedure now pending against the land as shown on the annexed plat of _____ except _____ on this _____ day of _____ 20__.

City Secretary

5. To be included on all FINAL plats that have streets, alleys, or land dedicated to the City.

ACCEPTANCE OF DEED OF DEDICATION BY CITY COMMISSION

BE IT RESOLVED by the City Commission of the City of Vernon that the Deed(s) dedicating land for public use shown on the attached plat of _____ are hereby accepted.

Adopted by the City Commission of the City of Vernon this _____ day of _____ 20__.

City Manager

ATTEST: _____
City Secretary

6. To be included on all FINAL plats.

COUNTY TAX ASSESSOR COLLECTOR CERTIFICATE

I, _____, do hereby certify that I am duly elected, qualified and acting County Tax Assessor Collector of Wilbarger County, State of Texas, that the tax records of said County show all taxes are paid for the year ____, and prior years on the land shown on the annexed plat of _____ addition in Wilbarger County, Texas; and the required statutory security has been deposited in the office of the County Tax Assessor Collector guaranteeing payment of the year's current taxes.

IN WITNESS WHEREOF, said County Tax Assessor Collector has caused this instrument to be executed at _____, Texas, on this _____ day of _____ 20__.

County Tax Assessor Collector

7. To be placed on any plat where septic systems will be used.

CERTIFICATE OF PERCOLATION TEST

I, _____ registered engineer in the State of Texas, certify that a soil survey has been completed by (name of testing laboratory) on (date) and that this test shows that soil to be sufficiently porous to permit septic tanks for each lot shown on the plat.

Signature: _____

8. To be included on all FINAL plats.

CITY MANAGERS APPROVAL

I, _____, City Manager of the City of Vernon, Texas, hereby certify that this subdivision plat conforms to all requirements of the Subdivision Regulations as to which my approval is required.

City Manager